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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Frequency** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **OPERATIONAL REPORTS** | | | | | | | | | | | | | |
| CEO report/update | Monthly | x | x | x | x | x | x | x | x | x | x | x | x |
| Business proposals |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Strategic implementation |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Program reports* | | | | | | | | | | | | | |
| Service delivery report | Monthly | x | x | x | x | x | x | x | x | x | x | x | x |
| Asset management report | Annual |  |  |  |  | x |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Finance reports* | | | | | | | | | | | | | |
| Profit and loss | Quarterly | x |  |  | x |  |  | x |  |  | x |  |  |
| Balance sheet |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Cash flow forecast |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Audit reports |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Human resources reports* | | | | | | | | | | | | | |
| Leave balances | Quarterly |  | x |  |  | x |  |  | x |  |  | x |  |
| Turnover | Bi-monthly | x |  | x |  | x |  | x |  | x |  | x |  |
| WorkCover | Monthly | x | x | x | x | x | x | x | x | x | x | x | x |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **GOVERNANCE** | | | | | | | | | | | | | |
| Legislative compliance report | Bi-monthly | x |  | x |  | x |  | x |  | x |  | x |  |
| Policy review | As scheduled |  |  |  |  |  |  |  |  |  |  |  |  |
| Compliance reports |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Committee reports* | | | | | | | | | | | | | |
| Audit and risk | Quarterly |  |  | x |  |  | x |  |  | x |  |  | x |
| Quality and safety | Quarterly |  | x |  |  | x |  |  | x |  |  | x |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Board* | | | | | | | | | | | | | |
| Strategic planning | Annual |  |  |  | x |  |  |  |  |  |  |  |  |
| Skills matrix | Annual |  |  |  |  |  |  |  | x |  |  |  |  |
| Training | Annual |  |  |  |  |  |  |  |  |  |  |  |  |
| Performance review | Annual |  | x |  |  |  |  |  |  |  |  |  |  |
| CEO performance and renumeration | Annual |  |  |  |  |  |  |  |  |  | x |  |  |